



## JOB DESCRIPTION

Position Title: **Director**

Working Area: **Information Technologies**

Class Code: 3507

Exempt

EEO Code: 01

Effective Date: August 30, 2002

\*\*\*\*\*

\*\*\*\*\*

### **Major Function**

Professional and managerial work responsible for directing the operation of the Information Technologies Department.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Develops, recommends and implements operating policies, procedures, and programs to the County manager to promote the efficient and effective operations of the Information Technologies Department.

Provides direction to and supervises the activities of all divisions within the department which include Information Services, Telecommunications, Cable Franchising, Telephone maintenance and Geographic Information Systems.

Exercises final authority regarding hiring, performance evaluations, termination, disciplinary and/or commendatory actions for members of the Information Technologies Department.

Responds to citizen complaints, researching problems and formulating solutions and responses. Advises the County Manager of any relevant unresolved complaints.

Prepares and presents the Department's annual budget and assures continued compliance with the parameters of the adopted budget.

Performs statistical analysis of the department activities. Develops immediate and long range goals and activities to meet the needs of the department and Seminole County.

Acts as liaison between Seminole County and any provider of information technologies, geographic information, cable technology, or television access. Responsible for managing any information technologies contracts with these providers.

Performs other duties as assigned or as may be necessary.



## JOB DESCRIPTION

Position Title: **Director**

Page 2

Working Area: **Information Technologies**

\*\*\*\*\*  
\*\*\*\*\*

### **Minimum Qualifications**

Considerable knowledge of the areas of information technology, communications, telecommunications, cable franchising, and contract administration. Through knowledge of the laws, regulations, and statutes related to cable franchising and the delivery of cable television services.

Ability to plan, organize, motivate and direct effectively the operation of a department. Ability to communicate effectively both orally and in writing. Ability to develop working relationships with other County staff, contractors, elected officials, and the public. Ability to carry out management direction.

Bachelor's Degree in Public or Business Administration, or a closely related field and five (5) years of progressively responsible management experience, of which two (2) years' must have been in a management position.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

This position is an appointed service classification.

### **Working Conditions**

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.